

Draft
Valley Oak Children's Services
Job Description

Job Title: Transition Coordinator
Department: Quality Services
Reports to: Behavioral Health Manager & Deputy Director
Grade: 4
Salary: \$19.23 per hour
Classification: Non-exempt, hourly. This is a contract position contingent upon continued funding from Butte County Behavioral Health.

Approved by Board of Directors:

VOCS Employee responsibilities include actively supporting the Agency Mission, Vision and Values and becoming familiar with all programs operated by Valley Oak Children's Services.

Essential Duties and Responsibilities include the following:

- Knowledge of State and Federal Regulations applicable to California Department of Education (CDE) Child Development Services, Childcare Payment Programs, Title 5 regulations, Federal Child Care Food Program (CCFP) regulations and Resource and Referral Programs.
- Knowledge of providing mental health services in California and the State Department of Mental Health guidelines regarding confidentiality of behavioral health programs.
- Knowledge of Medi-Cal billing and documentation.
- Screening 300 children using the Temperament and Atypical Behavior Scale (TABS) screener in Butte County.
- Identify 60 families using the Ages and Stages Questionnaire-Social Emotional (ASQ-SE) that will require ongoing case management. Provide case management to and maintain case files and other appropriate documentation for these families and children.
- Refer families to community resources, family resource centers, medical supports, medication evaluations, and basic needs and additional screenings such as dental, speech and language.
- Knowledge of all types of social services available in Butte County.
- Maintain regular contact with child care sites and family child care homes by conducting site/home visits
- Participate on multi-disciplinary team to serve population.
- Coordinate with elementary schools for Kindergarten transition.
- Schedule the end of day at Therapeutic Childcare (TCC) site for connection with families.
- Attend collaborative meetings related to child and family mental health services as directed.
- Participate in VOCS functions, meetings and trainings as needed.
- Participate in the Child Trauma Academy Trainings and staffing.
- Assist with and conduct parent trainings and meetings.

- Other duties as assigned.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual to perform essential functions.

- Knowledge of basic child development theories and best practices to include: early brain development, cause, symptoms and behavioral characteristics of emotional disorders of young children and knowledge of methods for implementing child care program objectives.
- Knowledge of current Behavioral Health practices with children ages 4-6 and their families.
- Knowledge of case work and carrying a significant case load.
- Ability to observe and record information of children's general physical condition, behavior, mood changes, interactions with others and overall progress to child's treatment plan, as well as any unusual incidents.
- Flexibility of schedule. Required to schedule one night a week for coordination and facilitation of parent meetings.
- Ability to model good parenting and appropriate behavior. Build rapport and interact with parents in a positive, supportive manner by involving parents and recognizing parents as their child's first teacher.
- Awareness and knowledge of Butte County community systems and resources.
- Knowledge of HIPPA requirements.
- Strong organizational and time management skills.
- Excellent analytical, math and computer skills.
- Ability to think clearly and logically and analyze complex issues.
- Ability to maintain confidentiality of information.
- Ability to work effectively with others.
- Ability to understand the problems and issues facing families from a variety of ethnic and economic communities.

Education and Experience:

- Bachelor's degree (B.S. or B.A.) in Early Childhood Education or Child Development or related field and two years of experience providing direct child care services.
- Current CPR or must obtain within 1 month of hire.
- Negative TB screening within past 6 months.
- A valid California's driver's license is required. Vehicle liability insurance is required per the State of California. The position requires travel and dependable transportation.
- Must pass fingerprint/TrustLine background.

Employee Signature: _____ Date _____

Executive Director: _____ Date: _____